



**Tennessee Air National Guard
DUAL STATUS
TECHNICIAN VACANCY
Announcement Number
07-200**



Office of the Adjutant General of Tennessee
Human Resources Office (HRO)-Staffing
Houston Barracks, 3041 Sidco Drive
Nashville, TN 37204-1502

**OPENING DATE: 23 JUL 07
CLOSING DATE: 13 AUG 07
CLEARANCE: Secret**

LOCATION

164th AW

CITY

Memphis

STATE

TN

POSITION TITLE

Administrative Support Technician

PAY PLAN

GS

SERIES

0303

GRADE

06

PD NUMBER(S)

80284-359357

APPOINTMENT TYPE

Enlisted

SALARY RANGE (\$)

\$32,172 - \$41,823

MILITARY COMPATIBILITY

3A0XX

AREAS OF CONSIDERATION

FIRST: Permanently employed Air Technicians in Memphis, TN.

SECOND: Permanently employed Air Technicians Statewide.

THIRD: Qualified members of the Tennessee Air National Guard.

FOURTH: Applicants eligible for membership in the TN Air National Guard.

PERMANENT CHANGE OF STATION: NOT AUTHORIZED

INTRODUCTION, DUTIES, AND RESPONSIBILITIES

INTRODUCTION: This position is located within an Air National Guard unit. Its primary purpose is to serve as the focal point, local authority and expert source for information in providing a wide variety of orderly room/administrative support for the organization.

DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: (1) Serves as the focal point, local authority and expert source for information for all administrative functions of the unit. (2) As Work Group Administrator provides technical support and troubleshooting for daily network operations including identifying issues and resolving problems, and documenting the problem history and solution. (4) Performs other duties as assigned.

REQUIRED SPECIALIZED EXPERIENCE

Must have 9 months experience performing administrative work; gathering information, compiling data and preparing reports; and using regulations and procedures.

Meeting the months of experience requirement will not by itself be accepted as proof of qualification. Quality, type, and scope of experience or education must be demonstrated to show that applicant is fully qualified to perform duties at the grade level announced.

SUPPLEMENTAL INFORMATION: KSA's (Knowledge, Skill, & Ability) Address the following factors in detail, giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating and is additional information and not used for qualifying applicants. Resume must reflect applicable experience.

1. Knowledge of specialized procedures and technical application of the administrative work.
2. Skill in communicating both orally and in writing.
3. Skill in gathering information, compiling data and preparing reports.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE

High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education above high school level may

be substituted for experience on the basis of one academic year (36 weeks of substantially full-time study, 30 semester hours, or the equivalent) for 9 months of the required experience.

REQUIRED CERTIFICATION

Transcript/diploma must be provided if substituting education for experience.

SELECTIVE SERVICE STATEMENT

Males born after 31 December 1959 must be registered with the selective service system to be employed by the federal government.

DEFINITION OF "DUAL STATUS" VERSUS "NON-DUAL STATUS"

If marked "dual status", this position is in the excepted federal civil service under the authority of 32 U.S.C. 709 and is open to members of the Tennessee National Guard and persons who are eligible to become members of the Tennessee National Guard. This type of position is sometimes referred to as "excepted" and "military technician." Wear of the uniform after employment is mandatory.

If marked "non-dual status", this position is open to any person who meets the requirements for membership in the federal civil service. This type of position is also referred to as "competitive."

HOW TO APPLY

Persons meeting the requirements or qualifications for this position must submit a complete application packet to the address listed in the "MAIL TO:" section of this announcement. The application packet must arrive in HRO no later than the close of business on the closing date indicated on this announcement.

Application packet may also be emailed to FulltimeEmployment@tn.ngb.army.mil

THE APPLICATION PACKET

Complete, assemble, sign and send the following:

- (1) A resume with the information requested on TNNG HRO Pamphlet 58, or a SF 171, or an OF 612.
 - (2) Military Qualification Information (ML 0183), DA Form 2-1, RIP or any other documentation that verifies military experience and education.
 - (3) **All applicants must complete form TN ASE 02 or on separate sheet of paper**, address the items listed in the SUPPLEMENTAL INFORMATION sub-section in order to compete for rating and ranking of qualified applicants.
 - (4) Applicable Certificates requested in the Certification Requirements section of this vacancy announcement.
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APPLICATION EVALUATION

Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words, and signed to verify accuracy.) Experience will be evaluated based upon relevance to the position for which the application is made. [Including job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her]. If requesting qualifying credit for military experience, list experience, in detail, in narrative form on the resume.

MAIL TO:

Human Resources Office (Staffing)
Houston Barracks, 3041 Sidco Drive
Nashville, TN 37204-1502

POINTS OF CONTACT:

Lt Col Ken Jones:	(615) 313-3031 or DSN 683-3031
1SG Jamie Clark:	(615) 313-3037 or DSN 683-3037
SMS Mary MacDonald	(615) 313-0647 or DSN 683-0647

EQUAL OPPORTUNITY STATEMENT

The Tennessee National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be assessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, age, gender, national origin, reprisal, or non-disqualifying handicap. Discrimination due to age or disability are prohibited where not a factor of employment due to the military nature of the position. 29 CFR PART 1614. Discrimination due to gender is prohibited except as the direct combat probability coding policy applies to women.